

SOUTH WALES FIRE AND RESCUE SERVICE
JOB DESCRIPTION

Department	Finance and Procurement
Post	Procurement Co-ordinator
Post No	505011
Grade	Grade 11
Location	Fire Service Headquarters, Llantrisant
Responsible to	Procurement Officer
Responsible for	Procure to Pay (P2P) Assistants
Responsibility for Physical Resources	N/A
Responsibility for Financial Resources	N/A

This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all of the tasks required to carry out these responsibilities. This job description will be reviewed as and when necessary to ensure that it meets the Service's business requirements.

MAIN PURPOSE OF THE POST

To ensure robust procurement and payment processes are in place through regular monitoring and to provide advice on financial and procurement practices to officers of the organisation.

To research, develop and introduce proposals for improvements in processes and procedures.

DUTIES AND RESPONSIBILITIES:

1. To supervise the unit to resolve operational and day to day issues to include but not limited to
 - Holding regular team meetings
 - Setting standards of work and monitoring
 - Allocating and prioritising work when necessary
 - Ensuring that arrangements are in place for a seamless service to be provided to customers
 - Approving and monitoring leave requests for staff within the unit
 - Acting as mentor and first point of contact for the staff of the unit

2. Undertake all supervisory duties including, Performance Development Reviews, compliance with sickness procedures performance management, capability and disciplinary procedures in respect of the Unit.
3. To be responsible for the process for ensuring prompt payment of invoices and to ensure that the target of all invoices are paid in line with the Service Key Performance Indicator.
4. To undertake procurement processes in line with the Services Contract Standing Orders, Procurement Procedures, Public Contract Regulations and ensure contractual compliance. Manage procurement exercises to include the tender or Request for quotation process, evaluation and award of contracts.
5. To monitor contracts, including supplier performance monitoring, making recommendations for change based upon performance and budgetary considerations. To include the maintenance and monitoring of the authority's contract register and contract plan.
6. To research and develop proposals for cost saving methods of purchasing goods and services and identify efficiencies through procurement and payment processes. To include the promotion and development of finance systems to increase the number of financial transactions performed electronically.
7. To prepare and submit monthly procurement activity report to the Senior Procurement Officer including data extracted from the payment systems to undertake analysis of activities and assisting with category reviews.
8. To check and authorise weekly BACS and cheque payments as and when required, ensuring audit trails are in place and separation of duties is adhered to throughout the process.
9. Assist the Senior Procurement Officer in the preparation and monitoring of business plans as appropriate.
10. To develop departmental communications; maintain and update departmental website, files, and databases; contribute to and support departmental initiatives.
11. To identify and develop opportunities for collaborative procurements.
12. To participate in inter-departmental, corporate and external working groups and meetings as directed and to liaise with other departments, public and other outside bodies and organisations as required or is necessary.
13. To provide appropriate professional advice and guidance to officers of the organisation with respect to procurement and payment issues and the provision of training for departmental staff and user departments.

14. To assist with the year end final accounts process, ensuring the verification of all aged orders, prepayments and accruals at the close of the financial year.
15. To ensure accurate recording and submission of monthly Performance Indicators.
16. To ensure compliance with financial and procurement procedures and satisfaction through liaison with user departments and external contractors.
17. Prepare reports as required by the Head of Service and Senior Procurement Officer.

STANDARD SERVICE REQUIREMENTS

- To attend in-house and external training courses as required.
- Any other duties commensurate with the grade and post.
- To co-operate fully with any scheme or pilot scheme that shall be introduced within the department or across the Service.
- To implement the principles of the Service's Equal Opportunities and Diversity Policies and Welsh Language Schemes whilst carrying out the above duties.
- To adhere to Health & Safety Legislation/Relevant Service Policies and Procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts/omissions.

ORGANISATIONAL VALUES

In performing the above role, all employees of the Service are required to observe and promote the Service's Core Values to be, at all times:

- Professional
- Caring
- Respectful
- Dedicated
- Trustworthy
- Dynamic
- Disciplined
- Resilient

All documentation is available in both English and in Welsh and we welcome communication in either language.

Note:

There will be frequent travel between sites throughout the South Wales area and the post holder needs to be able to travel independently.

